



Boys & Girls Club of Detroit Lakes

150 Richwood Road, P.O. Box 83, Detroit Lakes MN 56501
(218) 847-5700 www.bgcdl.org

Job Title Lead Preschool Teacher

Department LEaP Clubbie Care

Reports To Director of Operations

FLSA Status Non Exempt

Job Description Summary

The LEaP Clubbie Care at Boys & Girls Club of Detroit Lakes is a place for young children 3-6 years of age to Learn, Explore and Play in a safe and encouraging setting. Staff work as a team to guide the development of the children with curriculum guided by the Minnesota Early Childhood Indicators of Progress (ECIPS) (the early learning standards) that develops the well-being, belonging, and academic success of all students. The Lead Teacher is expected to organize, supervise, and implement preschool programming that supports the goals of the LEaP Clubbie Care program. The lead teacher will be responsible for the day to day operations, program management, and maintaining open and effective communication between staff and parents.

Job Responsibilities

Administrative Duties

- Follow policies and procedures of LEaP Clubbie Care Program.
- Understand the mission, vision and goals of the Club.
- Be knowledgeable of and adhere to state certification regulations and BGCA guidelines.
- Assist the Program Director in planning and leading staff meetings.
- Maintain regular communications with Program Director regarding curriculum, staffing and families.
- Supervise staff and volunteers in the classroom.
- Respect confidentiality of Club families and staff.
- Attend continuing education trainings to complete required hours.
- Keep accurate record of trainings and timesheet.
- Keep inventory of classroom supplies and communicate needs to Program Director.
- Check email each day and respond to requests in a timely manner.
- Mentor and give continued feedback to staff, and regular volunteers in the classroom.
- Organize teacher-parent orientations for new children and their families.
- Organize program activities and field trips.

Environment

- Create weekly lesson plans that supporting developmentally appropriate practice and align with ECIP Learning Domains. The learning domains include: 1. Social and Emotional Development; 2. Approaches to Learning; 3. Language, Literacy and Communications; 4. The Arts; 5. Social Systems (Cognitive); 6. Physical and Movement Development; 7. Mathematics (Cognitive); and, 8. Scientific Thinking (Cognitive)
- Lead daily group lessons.
- Work with staff team on creating monthly themes and topics to support the developmental needs of children in program.
- Ensure a safe and healthy environment and complete daily tasks assigned.
- Participate in regular cleaning of materials and classroom spaces.
- Maintain classroom organization and rotate materials on a regular basis.

- Assist the Program Director in inventory and ordering supplies and general maintenance of the classroom.
- Create a culturally inclusive classroom with activities that support different cultures and backgrounds. Program for Children
- Engage children as individuals in a way that allows them to maximize their individual abilities.
- Work with staff to collaborate on curriculum and environment planning.
- Ensure all children in program are tracked according to ECIPS.
- Support children in their social/emotional, physical, cognitive and creative growth.
- Conduct ongoing assessments utilizing the ECIPS as a guide.
- Assist children as they discover literacy and math skills and encourage learning to help them find school day success.
- Effectively follow the Club's behavior guidance philosophy to help children develop the ability to become self-disciplined.

Parents

- Maintain daily, open communication with all program parents
- Observe children and communicate regularly to parents about their progress in program.
- Complete appropriate paperwork to assist with increased communication with families and also participate in parent conferences and scheduled orientations.
- Communicate child concerns and family needs to the preschool team and make appropriate referrals with the Program Director.
- When appropriate, participate in home visits with the Program Director
- Assist in planning and participate regularly in family events sponsored by the Club.

Skills/Knowledge

Required Qualifications

- At least a CDA Credential or preferably an associate degree in Early Childhood/Child Development or equivalent, or a baccalaureate degree in Early Childhood/Child Development, or a degree in a related field with course work specifically related to early childhood education.
- Minimum of 5 year working in a preschool setting including supervisory experience.
- Familiarity with State of MN Child Care Certification Rules and Regulations
- Experience supervising others.
- Ability to work as a team and maintain a positive work environment, support staff and enforce program rules consistently.

Preferred Qualifications

- Valid MN driver's license with a clean driver's license and willingness to drive a 15 passenger van.
- Experience working with staff and families from diverse backgrounds and experiences.
- Knowledge of resources in and around the Detroit Lakes area including resources for childcare programs.
- Familiarity with ECIPS and Creative Curriculum

Other Qualifications

- CPR and First Aid certifications
- Pass a background check